



THE GEORGIA ARCHIVES

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Records and Information Management Services

State Agency Specific Schedules For Labor - Roosevelt Warm Springs Institute

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Allied Health Professional Files		30 years		Temporary - Long Term		0440-008
Credentialing Files		30 years		Temporary - Long Term		0440-009
Documents Pertaining to Physician Issues , Peer Review		30 years		Temporary - Long Term		0440-010
Documents Pertaining to Physician Issues, Non-peer review and Administration		2 years		Temporary - Short Term		0440-010
Donor Records		6 years		Temporary - Short Term		0440-001

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Impaired Physician Files		30 years		Temporary - Long Term		0440-011
Index to Medical Records		Permanent		Permanent		0440-004
Medical Records	This schedule does not apply to inactive medical records predating 1970 currently housed at the Georgia Archives	For adults: 10 years from discharge; for minors: 6 years from age of majority or 6 years from discharge, whichever is longer		Temporary - Short Term		0440-005
Patient Index, On-Call and Staffing Schedules		2 years		Temporary - Short Term		0440-006
Permission to Release Information		6 years		Temporary - Short Term		0440-002
Radio and Television Advertising		6 years		Temporary - Short Term		0440-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Transfer Records		10 years or until 27th birthday, whichever is longer		Temporary - Short Term		0440-007
